

Position Description

1715 Hour AmeriCorps Member

Program Specialist

Location: Lone Pine State Park



Term of service: January 16, 2024 – November 15, 2024

Service schedule: Member will serve a minimum of 1,715 hours over a 44-week term, averaging 41 hours per week with 80 hours of “Time Not Scheduled to Serve” to be used as sick, vacation, or other personal leave.

Position Summary:

Lone Pine State Park, located just outside of Kalispell, provides many recreation and educational opportunities for locals and visitors traveling through the area. The park has an interactive visitor center, exceptional scenic overlooks, a public archery range, and over seven miles of hiking/mountain biking and horse-riding trails. The Lone Pine District also includes Thompson Falls State Park and Lake Mary Ronan State Park, which also have several miles of trails, along with camping and water access.

The primary function of this position will be to promote the wildlife, historical, geological, ecological, and archeological and natural beauty of Lone Pine State Park through the development of interpretive programs. This position is not required to present every program but may also recruit presenters from around the state or local communities to give a talk or lead a hike. This position will actively recruit volunteers to work at the visitor center front desk during hours of the events. This position will increase public outreach and awareness using the park’s Facebook and Instagram pages.

The person in this position will work weekends and evenings. During the summer, the person in this position may choose to camp at the district’s other parks following evening campground programs.

Montana Fish, Wildlife and Parks AmeriCorps members perform capacity building activities. Their service revolves around the program goals listed below to ensure that they do not displace workers or take part in any prohibited or unallowable activities as outlined in AmeriCorps regulations. Montana Fish, Wildlife and Parks AmeriCorps members *will* likely participate in activities that involve recurring contact with vulnerable populations.

Member will contribute to the following program goals:

- Improve park land
- Expand educational and interpretive programs
- Increase volunteer capacity*
- Enhance outreach and awareness of state parks



- Participate in service activities including National Days of Service**
- Respond to disasters, when called upon to do so by the program

Specific Position Responsibilities:

- **Expand educational and interpretive programs**
 - Expand educational and interpretive programs during the evening hours
 - Find new and imaginative ideas to promote activities at Lone Pine, Thompson Falls and Lake Mary Ronan State Parks.
 - Lead interpretive programs on park trails and in the visitor center
 - Coordinate the summer interpretive program schedules for the parks in the district.
 - Lead a minimum of one educational fieldtrip each week in the spring and fall, working closely with the education specialist.
 - Work with other organizations to put on events and programs at the parks.
- **Improve Park Land**
 - Trail monitoring and maintenance on the 7.5 miles of trails at Lone Pine State Park, 1 mile at Thompson Falls and the 2.5 miles at Lake Mary Ronan.
 - Assist with noxious weeds mitigation for all three parks in the district.
 - Further our disease tree research and monitoring for all three parks.
- **Increase volunteer capacity**
 - Recruit volunteers to work at the welcome desk for expanded visitor center hours.
 - Organize volunteer appreciation events and gatherings.
 - Recruit and work alongside Lone Pine State Park volunteers.
 - Participate in job fairs at the local community college.
 - Work with other partners in the community on projects in the park.
- **Enhance outreach and awareness of state parks**
 - Monitor and add updates to the park Facebook and Instagram accounts, developing informal teachable moments on both platforms.
 - Do quarterly radio spots discussing park projects and AmeriCorps contributions to the community.
 - Attend local farmers markets and festivals for tabling opportunities.

Minimum Requirements:

- Over 18 with a high school diploma or GED; college degree or equivalent work experience preferred

- A United States citizen, United States National, or legal permanent resident alien
- Demonstrated leadership skills
- Ability to take initiative, handle multiple projects, track details essential to project completion, analyze information, and meet deadlines
- Strong ability to communicate effectively orally and in writing with diverse groups of people
- Demonstrated ability to work independently and as part of a team
- Basic computer proficiency
- Passion for the outdoors and enthusiasm for enhancing Montana's state parks
- A driver's license and personal means of transportation within the state of Montana
- Must pass the requirements of the National Service Criminal History Check

Montana Fish, Wildlife and Parks AmeriCorps 2024 Required Trainings and Events (subject to change):

- January 16: First Day of Service
- January 22-25: Member Orientation; Lubrecht Experimental Forest
- March 4-8: Certified Interpretive Guide Training; Lubrecht Experimental Forest
- March 13-15: 19th Annual Serve Montana Symposium; Helena
- June 10-14: All Member Gathering; Lewis and Clark Caverns State Park
- July 19-20: Bannack Days; Bannack State Park
- August 31-September 1: Day of Honor; Chief Plenty Coups State Park
- November 14-15: Close of Service; Helena

Physical and Environmental Demands:

- Work is performed in both an indoor and outdoor environment.
- Frequently works in adverse outdoor conditions including temperature extremes, snow and rain, dust, and mosquito infested areas.
- Works with public and may inform public of site rules and regulations.
- May be required to lift over 25lbs across rugged terrain.
- The position may require some travel. The incumbent will be required to work odd hours, weekends, and holidays.

Benefits:

- Living allowance of \$444.00/week (taxed) with a \$300.00/month housing stipend
- An AmeriCorps Education Award of \$6,895 upon successful completion of service. This award can be used to pay education costs at qualified institutions of higher education, for educational training and resources, or to repay qualified student loans. Members aged 55 and over may transfer the education award to a child, grandchild, or foster child.
- Eligible for deferment on qualified student loans

- Guaranteed health benefits and childcare assistance if qualified
- Experience and training working in the fields of outdoor recreation, parks management, interpretive services, education, community outreach, and volunteer management
- Opportunity to live, work and be part of the team amid the natural wonders and cultural heritage of Montana State Parks

To Apply:

Montana Fish, Wildlife and Parks AmeriCorps only accepts applications through the my.americorps.gov portal. To apply, you can follow the link [HERE](#) to our application within my.americorps.gov. Please note, there is only one application for all our 1715-hour positions, placement preference will be assessed during the interview process.

Application Deadline:

Applications are due by December 8, 2023.

* Volunteer activity facilitated by AmeriCorps members supports the management and operation of State Parks. These activities do not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

**Service activities will center around the preceding program goals as well as provide unique opportunities for members to engage in service to non-profit community organizations that provide support to those in need, including victims of national disasters, individuals and families in poverty, veterans, homeless animals, and other groups. Service projects will take place on and around designated National Days of Service as well as other AmeriCorps organized events, such as member trainings. Service activities will not include any prohibited or unallowable activities as outlined in AmeriCorps regulations.

The Montana Fish, Wildlife and Parks AmeriCorps Program, as administered by the Montana Department of Fish, Wildlife and Parks, shall provide equal access to opportunities provided by the Program and shall not discriminate against any person because of race, creed, color, religion, sex, national origin, age, physical or mental disability, sexual orientation, or gender identity. Minority candidates are encouraged to apply. Reasonable accommodations will be provided for qualified individuals with known disabilities unless doing so would result in an undue hardship. The accommodation must be essential for the Member to perform his/her service successfully. Funds for reasonable accommodations are available for use by members with disabilities who have been offered a position with an AmeriCorps Program and require an accommodation to fulfill the essential functions of their service.